

Nutrition Informatics DPG Job Description

POSITION TITLE: Chair-Elect

TYPE: Elected

TERM: 1 year

DESCRIPTION: The Chair-Elect shall be elected by the membership to a one-year term for Chair-Elect. The position is part of a three-year term total, which includes one year for Chair-Elect, succeeding to the position of Chair after the first year and Chair-elect in the third year. The Chair-Elect takes office, June 1, at the beginning of the fiscal year, and serving through May 31, at the end of the fiscal year.

QUALIFICATIONS:

1. The Chair-Elect must be a member of the Academy of Nutrition and Dietetics (the Academy).
2. The Chair-Elect must be a member of the Nutrition Informatics Dietetic Practice Group (NI DPG), and have a minimum of three years of active involvement with the NI DPG, preferably having served on the Executive Committee (EC), as a committee or project chair.
3. The applicant cannot be a student, nor running for, or currently holding an elected office in another DPG, MIG, Affiliate, or the Academy.
4. A person cannot serve consecutive terms in the same office.

SPECIAL SKILLS: excellent organization and communication skills, working knowledge of NI DPG and the Academy. Ability to facilitate meetings and keep activities on-task.

FUNCTIONS/TASKS:

1. Guide the DPG to meet goals/objectives.
2. Ensure compliance with guiding principles, policies and procedures.
3. Prepare for role as Chair.
4. Perform functions as Chair in the Chair's absence.
5. Plan the Program of Work (POW)/Budget for the coming year alongside the Treasurer.
6. Prepare Spotlight Session Submission for FNCE®
7. Appoint committee members for upcoming year as chair (in the appropriate year)
8. Oversee members of the membership outreach committee
9. Serves as a committee member of the Membership Committee

ESTIMATION OF TIME COMMITMENT: 8-10 hours per week.